

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	OMB01621476	DATE POSTED:	08/03/21
POSITION NO:	241486	CLOSING DATE:	Open Until Filled
POSITION TITLE:	Senior Contract Analyst (6 Positions)		
DEPARTMENT NAME / WORKSITE:	Office of Management and Budget, Administration Building #1, Window Rock, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: BJ65A
WORK HOURS:	8 am to 5 pm	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ 47,877.84 PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ 22.93 PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Work is on externally restricted funds (ERF) the NN receives, funds from funding agencies e.g., federal, state, county, corporation, foundation & private donation. Based on funding agency / NN policies, review for accuracy grant applications that include Funding Contract / Grant Agreement (Agreement), scope of work (SOW) align with purpose of grant, budget align SOW, advise terms & conditions protect interest of the NN, coordinate with program manager to respond to inquiry on application by funding agency; Review grant award and related modification to ensure final SOW, budget, etc. is consistent with grant award so Agreement is executed accordingly; Review proposed budget & revision for accuracy and matching, IDC addressed; Enter budget & applicable information on awards in FMIS & authorize implementation; Report anticipated ERF and cash match need during annual NN Comprehensive Budget process; Monitor status of Agreement to closeout, perform periodic compliance review on terms & conditions and report result e. g., findings, recommendations, etc.; Perform required role on audit of awards by Auditor, advise on completing corrective action plan (CAP) on audit finding & final deposition of CAP; Access information / documents on grants from funding agency portal e. g., Grants.gov; Orientate NN program personnel on administration of Agreement, provide technical assistance on funding agency and NN policies; Perform technical analysis, writing & recommendation to resolve Agreement dispute properly and efficiently; Prepare / present report to & attend meetings with immediate supervisor, program / Division, Branch Chief, Navajo Nation Council / Committees and funding agency; Serve as liaison for NN on addressing Agreement matters. Maintain records on Agreement and work performed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor’s degree in Business Administration, Finance or Management; and two (2) years of contract or grant administration experience.

Special Requirements:

- A favorable background investigation.
- Posses a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Certified user of Financial Management Information System (FMIS) on Job Cost Module (JCM) and other modules preferred. This is to set up grant award and budget in FMIS; generate budget expenditure report on grant awards for use to assess performance on Contracts / Agreements; Worked with 2 CFR Part 200 - Uniform Guidance; Background in legal & related field of study; Technical analytical skills; Experience and knowledge on finance, accounting, budgeting and audit principles; interpret rules and regulations. Excellent verbal communication skill including Navajo language; Express effectively and accurately in writing; Thorough and detailed oriented to read Funding Contract / Grant Agreement and related documents line by line; Manage time effectively as work on Contract & Agreement is time sensitive; Proficient in Microsoft office product e.g., word, excel, powerpoint; familiar with P. L. 93-638 and other federal laws and Navajo Nation laws and policies e.g., Personnel Policies, Appropriation Act, Budget Instruction Manual, etc.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.